

WMS: Did You Know?

From Professor Merlot



Restore WMS Data – How to do this?

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If for some reason, your WMS is not running and you need to go back to a previous date's data; here's what you need to do:

Note: It would be wise to backup or rename you current data file, Wmsdata.accdb (or wmsdata.mdb) for good measure prior to restoring your data. Once you overwrite your current file on your PC, it cannot be recovered!

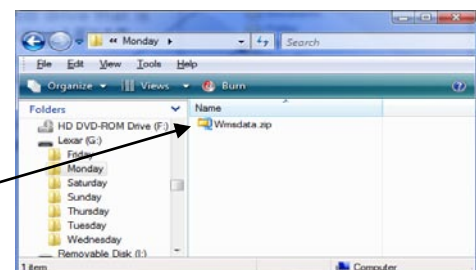
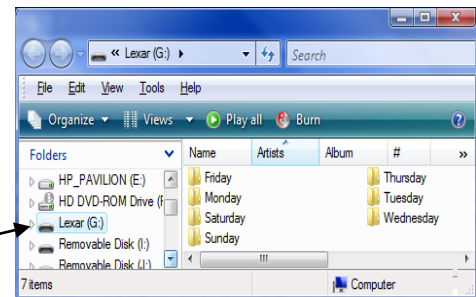
You will need your most recent backup of your data file, **Wmsdata.zip**, which is available on a USB drive or an external drive.

Step 1 – Install WMS (may not be necessary):

- Insert the WMS installation CD and follow the on-screen instructions. Generally, generic data will be installed on your new (or recovered) PC. If your original PC has been recovered and working, this step may not be necessary.

Step 2 – Find your data:

- **Insert your USB drive** (into a USB port on your PC) - a screen will pop up acknowledging the insertion of the USB drive into your PC.
- Select **Open Folder to View Files** if that option is shown.
- **Select the USB** – look for the name of the USB drive that is inserted in your PC. In this case, we select **LEXAR**.
- **Change the + sign** (or >) next to LEXAR (G:) to a minus sign (or Down arrow) if the folders on the USB are not visible, press once . This will show all of the folders on the USB Drive.
- **Select the Folder** (i.e. Monday) – select the most recent backup folder for this backup and double click your mouse to open the folder. The file should show in this folder as **Wmsdata.zip**.



Step 3 - Select the file to restore:

- **Right-Mouse click on Wmsdata.zip** – a short pop-up menu will be shown. One of the options will be “**Extract to...**”, click once on this option.
- **Browse to locate where to put Monday's Data** – vertically scroll down in the left window pane until you find the WMS(7) folder (this is the default installation). (**Older versions may be WMS or WMS2000.**)
- **Select the destination folder** – click on this folder, press **OK**, and WinZip will extract your Monday's data file, Wmsdata.zip, into **C:\Program Files\WMS7** (or **C:\Program Files (x86)\WMS7**). Press the **Close** button.
- **Data restore is complete.**

